



July 5, 2024

Job Posting

North Central Area School District is currently accepting applications for the position of:

Director of Online Learning and At-Risk Coordinator

- Beginning August 1, 2024
- This will be an administrator/non-union position
- Salary and benefits will be negotiable depending on qualifications.

Interested individuals should send a letter of application, resume, transcripts, and references to Mr. Travis Depuydt, Superintendent, North Central Area Schools, PO Box 159, Hermansville, MI 49847 or email: tdepuydt@ncajets.org

Application deadline is July 12, 2024

Cc: Travis Depuydt, Superintendent

Job Description

Preferred Qualifications:

- Valid Michigan Teaching Certificate with secondary endorsement (preferred)
- Possession of/or eligibility to meet and obtain the requirements for State of Michigan Administrative Certification as an Administrator
- Previous administrative experience (preferred)
- Successful teaching experience
- Proven track record of working with diverse and at-risk students
- Proven understanding of Multi-Tiered System of Supports
- Experience facilitating online learning programs
- Experience with state reporting requirements regarding online learning, dual enrollment, and CTE.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Oversee the North Central online learning program
- Lead professional development to instructional and support staff members
- Maintains relationships with families and other community organizations to ensure two-way communication which fosters family and community involvement
- Actively participates in the Michigan Continuous Improvement Process (MICIP)
- Develops an atmosphere of trust, respect, interest, and enthusiasm within the school
- Adheres to all district policies and administrative guidelines
- Collaborates with and engages staff in a Multi-Tiered System of Support that supports all learners
- Participates in district-wide activities, in-services, and committees, as appropriate
- Implements policy and procedure changes
- Actively engages with students and attends extra-curricular events and activities
- Works with Central Office personnel to coordinate processes for the effective functioning of the school
- Plans and administers all aspects of the online learning program
- Provides general supervision to students
- Oversees the district's Social and Emotional Learning Curriculum
- Serves as the district's McKinney-Vento Liaison and Foster Care Liaison

Other Knowledge, Skills, and Abilities:

- Possess an extensive knowledge of current educational issues and best practices including, but not limited to: trauma-informed practices, brain-based research and data analysis, data implementation
- Thorough knowledge of school policies and procedures
- Strong strategic visioning skills
- Ability to perform highly complex and technical tasks
- Knowledge of organizational and management practices as applied to the analysis and evaluation of school programs, policies, and operational needs
- Strong conflict resolution skills
- Strong public speaking skills
- Willingness to write and apply for grants
- Knowledge of effective instructional strategies for students with varied abilities
- Knowledge of pertinent federal, state, and local laws, policies, rules, and regulations as it relates to school administration